Commission on Governmental Ethics and Election Practices
135 State House Station, Augusta, Maine 04333
(207)287-4179 Website: www.maine.gov/ethics

May 11, 2012
MCEA

2012 Primary Election Filing Reminder

Campaign Finance Reports Due

Report	Deadline	Report Period
11-Day Pre-Primary Report	Friday, June 1, 2012 by 11:59 p.m.	End of Seed Money Report through May 29, 2012
24-Hour Report	Within 24 hours of making a single expenditure of $1,000 or more. See inside article for more information.	May 30 through June 12, 2012

All MCEA candidates are required to file campaign finance reports electronically using the Commission's E-Filing system except candidates who submitted an e-filing waiver and are filing on paper forms.*

To log into the E-Filing system:

- Go to the Commission's website: www.maine.gov/ethics.
- Click "Filer Login" on the left hand side of the screen.
- Enter your User Name/ID and password—which were emailed/mailed to you when you registered as a candidate. If you have misplaced your login information, please contact the Commission at your convenience and if possible *before* the filing deadline because we get very busy assisting candidates in filing their reports on the deadline.

To enter expenditures, unpaid debts and file your report:

- Click the "11-Day Pre-Primary" report on your Home Page.
- On the "Report Menu" screen, check the appropriate box for the transactions you are entering (e.g., check "Schedule B Expenditures" and click "Add New Transactions" button located at the bottom of the page to enter expenditures).
- Save each transaction after you enter it. When your report is complete, click the "File Report" button at the bottom of the "Report Menu."

Complete instructions for using the E-Filing system are on the Commission's website or you can request a copy to be mailed to you.

Remember before Filing your Report:

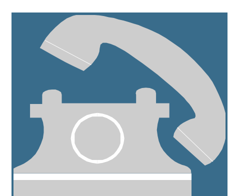
☐ Make reimbursements. Purchases made by supporters and volunteers during the 11-Day Pre-Primary Report period must be reimbursed by the end of the report period (on or by May 29, 2012) so that you avoid receiving an in-kind contribution.

See inside for a complete checklist.

* For candidates filing on paper, the Commission's fax machine operates 24 hours a day. However, staff will be available only until 5:00 p.m. on 6/1/2012 to confirm receipt of a faxed report and to offer assistance and answer questions about filing reports.

Inside this issue:

Complete instructions for using the E-Filing system are on the Commission's website or you can request a copy to be mailed to you.



Questions?
Call
207-287-4179

Need Information?
Start With the 2012 Candidate's Guide

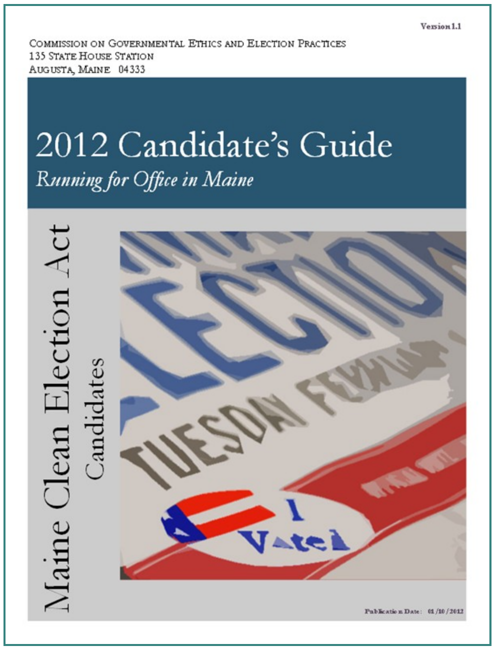
Not sure if you have to file a 24-Hour report? Or have questions about the required records for reimbursing a volunteer for mileage or the correct disclosure statement ("Paid for and authorized by…") for a sign? The 2012 Candidate's Guide is a good source for answering these questions.

When to File 24-Hour Reports. The Guide (pages 45-46) explains that the 24-hour reporting requirement applies to the 13-day period prior to the date of the election—which includes two weekends. For the June 2012 primary election, the period begins on May 30, 2012.

Reports are filed electronically and must be filed within 24-hours of making a single expenditure of $1,000 or more. The term "expenditure" includes "obligations" like the placement of an order, a promise or agreement that a payment will be made, the signing of a contract, and the delivery of a good/service even if payment was not made.

Required Records for Mileage Reimbursements. On page 34 of the Guide, you will find an explanation of the required documentation for mileage reimbursements including: a travel log that is completed *contemporaneously* when the travel occurs (not at the end of the report period or campaign) and that reports the date, number of miles traveled, the destination, and *detailed description* of the campaign purpose. See the sample log in the Guide's Appendix (pages A7 & A8).

Acceptable Disclosure Statements: "Paid for and authorized by…" Refer to pages 37 - 40 of the Guide for examples of acceptable disclosure statements. Some items because of their size are exempt from the disclosure requirement. Please call the Commission for guidance about these types of items.


Version 1.1

Commission on Governmental Ethics and Election Practices
135 State House Station
Augusta, Maine 04333

2012 Candidate's Guide

Running for Office in Maine

Maine Clean Election Act

Candidates

Publication Date: 01/10/2012

See the 2012 Candidate Guide for information on:

When to File 24-Hour Reports
Pages 45-46

Required Records for Mileage Reimbursements
Page 34

Acceptable Disclosure Statements: "Paid for and authorized by…"
Pages 37 - 40

Campaign Finance Reporting and How to File reports
Pages 43 - 52

Filing Checklist

When Filing your Report Remember:

- ☐ When making reimbursements to supporters and volunteers, obtain the vendor invoice and copy of payment documentation (e.g., copy of check written by supporter or copy of credit card statement) *before* making the reimbursement. This is required documentation.
- ☐ Purchases made by supporters and volunteers during the 11-Day Pre-Primary Report period must be reimbursed by the end of the report period (on or by May 29, 2012) so that you avoid receiving an in-kind contribution.
- ☐ Obtain the original travel log *before* making a mileage reimbursement and keep it with your other campaign records. The log is the documentation that the travel was campaign related.
- ☐ Review the entire report to assure accuracy. Use the "View Print" button on the "Report Menu" screen (see E-Filing instructions). As a MCEA candidate, your report must disclose every dollar of public funds spent on your campaign.
- ☐ Click the "File Report" button before the deadline — 6/1/2012 by 11:59 p.m. After filing your report, go to your Home Page to check the status of your report. The status will display as "Filed."

Follow MCEA Expenditure Guidelines

Expenditures Must Be Campaign Related. MCEA candidates must spend public funds only on campaign-related expenses and not for other purposes, such as personal use, promoting other candidates, social causes, or charities. The expenditure guidelines established by the Commission explain allowable and prohibited expenses. There is guidance on specific purchases, such as travel, food, lodging, equipment, salary, and compensation. See pages 26—27 of the Guide.

Restrictions and Prohibitions on Payments to Family and Household Members. There are restrictions on payments to the candidate, members of the candidate's immediate family and household, and to businesses and non-profits affiliated with the candidate, candidate's immediate family and household members. If you are contemplating paying a family or household member, call the Commission for guidance to insure compliance with the MCEA program. See page 28 of the Guide.

Payments of $500 or more for Salary or Consulting Services. For payments of $500 or more to campaign staff or for consulting services, you must keep a contemporaneous document (e.g., invoice, contract, timesheet, or other record) specifying in detail the services provided, the amount paid, and the basis for the compensation. See page 34 of the Guide.

Required Records. MCEA treasurers are required to keep certain records: bank account statements, invoices, and payment documentation (copy of check, credit card statement, etc.) for every expenditure of $50 or more. See pages 31-35 of the Guide.

MCEA Payments for the General Election

Within a week after the primary election, MCEA general election payments will be made to all candidates who won the primary election.

You will get the full amount of the general election payment—$3,937 — even if you have MCEA funds left over after the primary. You can use any cash balance remaining after the primary on your general election campaign.

Unlike unspent seed money, any cash balance remaining after the primary is not subtracted from the general election payment amount.

Report Reimbursements Correctly

When reporting a reimbursement to a candidate, campaign worker or volunteer on Schedule B, the name of the payee is the name of the vendor from which the goods/services were obtained, not the person who was reimbursed. See example below.

SCHEDULE B – EXPENDITURES

ENTERING A REIMBURSEMENT IN THE ELECTRONIC FILING SYSTEM

Date Expenditure Made:	5/12/2012 **From: 4/21/2012 to 5/29/2012**
Select Type:	(•) Business/Committee ( ) Individual
Select:	(•) Add New Payee ( ) See List of Payees
Name of Payee:	USPS
Expenditure Type:	POS---Postage for U.S. Mail
Remarks:	**200 stamps purchased by Alice Hamilton; reimbursed on 5/17/2012**
Expenditure Amount:	84.00

Save | Reset | Report Menu

"Date Expenditure Made" *is the date of the purchase - not the date of the reimbursement.*

*"**Name of Payee"** is the vendor as found on the receipt - not the person receiving the reimbursement.*

"Expenditure Type" *is selected from the list; for the example above, it is "POS."*

*"**Remarks"** report the name of the person who was reimbursed and the date of the reimbursement.*

"Expenditure Amount" *is the amount found on the receipt - which is the amount reimbursed.*

Reimbursements to yourself or supporters must be made in the same reporting period in which the purchase was made to avoid receiving an in-kind contribution.

REMINDER!

11-Day Pre-Primary Report Deadline:
June 1, 2012 by 11:59 p.m.

Mailing Label

Inside:
Important Reminder!
Tips to Help with Reports!

COMMISSION ON GOVERNMENTAL ETHICS
AND ELECTION PRACTICES
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POSTAGE